

ABOUT THE CITY

Newport Beach is one of Southern California's most scenic and dynamic communities. It surrounds Newport Bay, well known for its picturesque islands and one of the greatest natural yacht harbors in the world, accommodating over 9,000 boats of all types docked within its 25 sq. mile harbor area. This bay area and the 6 miles of ocean beach offer outstanding fishing, swimming, surfing and aquatic sports activities. The City has a permanent population of 79,392. During the summer months, the population grows to over 100,000 with 20,000 to 100,000 tourists daily. There are fine residential areas, modern shopping facilities and a quality school system. A major campus of the University of California is located immediately adjacent to the City, and eight other colleges are within a 30 mile radius. Located 50 miles south of Los Angeles, Newport Beach is located in Orange County, and offers one of the finest climates in the United States.

CITY GOVERNMENT

The City of Newport Beach was incorporated in 1906 and is governed by a seven person non-partisan Council under the Council-Manager form of government. Newport Beach is a full-service city, with a budget of \$120million and a permanent staff of 796 employees with approximately 455 part-time employees.

ABOUT THE DEPARTMENT

The Newport Beach Police Department is a progressive organization consisting of 148 sworn officers and 90 full time non-sworn personnel. Opportunities include assignments in patrol, detectives, K-9, motors, helicopters, beach patrol, bicycle patrol, vice, narcotics, traffic, and administration.

JOB DESCRIPTION

You must be able to perform essential job functions, with or without reasonable accommodation, which include but are not limited to: legibly handwrite accurate and grammatically correct reports; communicate effectively orally, in writing and using the police radio; drive a vehicle safely under various conditions, including emergencies; lift, carry, drag, pull and push objects of varying weight and size; stand, walk and run for extended times over various distances and conditions such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activity, vehicles, street signs and environmental conditions from a reasonable distance during day and night; not pose a direct threat to the health and safety of yourself or others; use only force objectively necessary to control situations and persons, including combative or fleeing suspects; operate a variety of firearms and weapons safely and proficiently; exercise good judgement in dealing with routine and unusual situations; learn and comprehend factual information, policies, procedures and rules, and use good judgement and discretion in applying same to changing conditions and situations; maintain composure and judgement during emergency or tense situations; confront problems and enforce laws; refuse to participate in or tolerate unethical behavior; not be subject to impeachment in court due to character, reputation, history of dishonesty or violation of law, including drug violations; act courteously toward others; take direction from supervisors; maintain good working relationships with other members of the Department and City; accept criticism and apply it to performance; be dependable in meeting scheduled assignments; work extended hours when required; perform related duties as required.

THE CITY OF NEWPORT BEACH INVITES APPLICATIONS FOR:



RECRUIT AND ACADEMY TRAINED POLICE OFFICER

RECRUIT
AND

ACADEMY TRAINED
POLICE OFFICER

\$4,078 Per Month During Academy

Upon Graduation:

\$4,530 to \$6,373 Per Month

(Master Officer to \$7,328 per month)

3 % at 50 Retirement Plan

The City pays the Employee's Retirement
Contribution of 9% in addition to its own
Contribution.

Filing Deadline: Open

There is no filing deadline for this position. Applications will be accepted on a continuous basis. We test on a monthly basis refer to our website (www.nbpd.org) for a list of test dates and location.

EMPLOYEE BENEFITS

This City offers an employee benefits program including membership in the Public Employees' Retirement System (PERS); a Paid Leave program based on the individual's length of service, a group health/vision and dental plan with the City paying up to the first \$772.00 of monthly premium or \$724.00 per month cash in lieu of participation in City plan with proof of other coverage; City-paid group life insurance based on employee's annual salary; eleven paid holidays the first year and twelve per year thereafter; Employee Assistance Program; and tuition reimbursement for job-related courses. In addition, an employee may opt to participate in the City's deferred compensation plan. There is optional employee-paid life insurance available as well as the services of a Federal Credit Union.

MASTER OFFICER PROGRAM: Officers are paid from 5% to 15% above the top salary step, depending upon number of assignments and years of service.

EDUCATION PAY: Officers receive 5.5% for a Bachelors Degree and 6.5% for a Masters Degree.

PAID LEAVE: Employees accumulate 110 hours of paid leave per year increasing with longevity to 248 hours per year after 25 years of service.

BILINGUAL PAY: \$150 per month.

HOLIDAYS: Employees receive 96 hours of paid holiday time per year.

SCHEDULING: Employees assigned to the Patrol Division work a **Flex 3/12 schedule**. The remainder of the department works a 4/10 or a 9/80 schedule.

EQUAL OPPORTUNITY EMPLOYER

In compliance with the Immigration and Control Act of 1986, all new employees are required to provide documentation to establish both work authorization

and identity prior to appointment. The City of Newport Beach does not discriminate on the basis of age, sex, race, religion, national origin or disability. Appeals must be directed to the City of Newport Beach Human Resources Manager, 3300 Newport Blvd., Newport Beach CA 92663.

MINIMUM JOB QUALIFICATIONS

ACADEMY TRAINED RECRUIT: Those applicants who have graduated from a Calif. POST certified police academy within the last three years or who have a valid California POST recertification certificate must attach to their application a copy of the certificate.

EDUCATION: High school graduation or possession of a G.E.D. College level course work highly desired.

AGE: 21 years of age at time of appointment.

DRIVERS LICENSE: Valid California license at time of appointment.

BACKGROUND: Record must be free from any felony conviction. Record must also be free from any misdemeanor conviction involving moral turpitude and from an excessive number of citations for traffic violations. Background history should indicate responsibility, dependability, honesty, integrity, acceptable communication skills, good judgement and the ability to relate well with others.

TOBACCO USE: All employees hired after January 1, 1999, shall not smoke or use any tobacco products at any time while on, or off duty.

CITIZENSHIP: Must meet POST citizenship requirements.

1-11-2006

APPLICATION PROCEDURE

Application must be made on a city application form available at the Newport Beach Police Dept., 870 Santa Barbara Dr., PO Box 7000, NB, CA 92660, by calling 949-644-3391, toll free at 877-WK4-NBPD or at www.nbpd.org. Both sides of the application must be completed in full. A brief resume may be submitted with the application but will not be accepted in lieu of a city application. A copy of your driver's license and, if a lateral applicant, your POST Basic Certificate, or, if an academy graduate applicant, your academy graduation certificate, or, if an academy enrolled applicant, proof of enrollment and class standing must be attached. The application and any attachments must be returned to the Newport Beach Police Dept., Personnel Office, PO Box 7000, Newport Beach, CA 92658-7000.

SELECTION PROCESS

The first part of the recruitment process is a complete evaluation of the application. Only those candidates deemed to be the most qualified as reflected in their application will be invited to the Physical Abilities Testing. Those candidates who successfully complete the PAT will be invited to an oral board interview. The interview will evaluate the candidate's combination of experience, education, training, skills and other personal characteristics. An eligibility list will be established. The selection process will include a polygraph examination, a detailed background investigation, and an administrative review. Prior to appointment, psychological suitability testing will be administered as well as a comprehensive medical examination, including drug screening. Final selection will be made by the Chief of Police.

RECRUITMENT: For additional information please call our Job Recruitment Hot Line at 949-644-3669.